

# HUBERT MAXWELL

**Creative Talent Entrepreneur**

Tallahassee, FL 32304

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Digital Portfolio

<https://hcmawell0.wixsite.com/mysite>

Website

<http://www.mishuba.live>

Willing to relocate: Anywhere



## WORK EXPERIENCE

### Dasher

**DoorDash** - Tallahassee, FL

June 2019 to Present

I accept order that need to be delivered. Upon arrival I have to check in with the doordash app and inform them of what is going on whether the store is busy, if the drive-thru is busy, if the employees have make the food already or are they still making the food or are have even begun to prepared the food. For situations that have gone over the pickup time doordashers are to alert the customer of the current situation. Once we have the food we have to check to make sure all materials are in the bag and if not to go back to the store and gather the missing items. If the bag has a seal on it we are not to open the bad unless the customer has asked us to. Once we have arrived at the customers location we either deliver the food to the customer or place their order at a location that have suggested. If we are doing contactless order we have to take a picture of the item and contact the customers to inform them on where we have placed the order. If there js a situation that a dasher is not able to handle by ourself we have a number that will allow us to contact the doordash company for further assistance.

### Customer service

**Zaxby** - Tallahassee, FL

April 2018 to August 2019

Cook

Punctual, attentive to detail, friendly, willing to learn, reliable, and, above all, honest. Maintained a neat and clean appearance Prepared food orders and any food edits. Maintained food & preparation line. Kept the equipment operating. Served food to customers. Stocked and maintained food preparation line, freezer and cooler areas. Washed dishes. Took out trash. Cleaned floors. Maintained food preparation line by keeping order, removing spills and food droppings. Keeps equipment operating by following operating instructions troubleshooting breakdowns, maintaining supplies, performing preventive maintenance. Anticipated and identified problems and helped to find solutions.

### Foreign Language Teacher

**East to West English Training Center**

September 2017 to November 2017

Taught children English from the ages of 3-14. Prepared lesson plans for my class time. Main focus was on correct pronunciation and understanding of topics and words. Developed games to help children learn and practice the English Language. Developed lesson plans for each of my classes for the month. Tutored students that wanted to be tutored. Practice having conversation with students in English. Graded assignments. Delivered test, evaluate speech skills with speech test, graded test.

## **Server**

**Heavenly Catering** - Tallahassee, FL

May 2017 to July 2017

Caterer

Prepared and served food, performed event planning tasks, arranged set ups required for events. Dated and labeled food products. Maintained inventory records and enforced "First In, First Out" procedures to ensure the timely use of stored food. Great organization skills. Creative. Punctual, attentive to detail, friendly, willing to learn, reliable, and, above all, honest. Maintained a neat and clean appearance Prepared food orders and any food edits. Maintained food & preparation line. Kept the equipment operating. Served food to customers. Stocked and maintained food preparation line, freezer and cooler areas. Washed dishes. Took out trash. Cleaned floors. Maintained food preparation line by keeping order, removing spills and food droppings. Keeps equipment operating by following operating instructions troubleshooting breakdowns, maintaining supplies, performing preventive maintenance. Anticipated and identified problems and helped to find solutions.

## **Mover/Packer**

**ES Construction** - Denver, CO

December 2016 to February 2017

Assembly Team

Pack and Prepare Items. Load and Unload Items. Take inventory, Handle customer requests. Perform cleaning and maintenance task. Teamwork. Organization skills. Communication skills. Ensured sanitation standards were met and proper disposals were utilized. Provided timely deliveries to various customers throughout in Tallahassee and Atlanta. Maintained a flexible, adaptable, and approachable philosophy. Equipment knowledge (Dollies, Ramps, Hand Tools, Packing supplies).

## **Grill Cook/Prep Cook**

**McDonald's** - Tallahassee, FL

September 2016 to November 2016

Grill Team

Punctual, attentive to detail, friendly, willing to learn, reliable, and, above all, honest. Maintained a neat and clean appearance Prepared food orders and any food edits. Maintained food & preparation line. Kept the equipment operating. Served food to customers. Stocked and maintained food preparation line, freezer and cooler areas. Washed dishes. Took out trash. Cleaned floors. Maintained food preparation line by keeping order, removing spills and food droppings. Keeps equipment operating by following operating instructions troubleshooting breakdowns, maintaining supplies, performing preventive maintenance.

Anticipated and identified problems and helped to find solutions.

## **Property Representative**

**JacksonHill Property** - Tallahassee, FL

February 2015 to April 2016

Collected monthly rent from tenants, recorded and filed document leases, documented tenants' requests, marketed available apartments. Present purchase offers to sellers for consideration. Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other. Promote sales of properties through advertisements, open houses, and participation in multiple listing services. Accompany buyers during visits to and inspections of property, advising them on the suitability and value of the homes they are visiting. Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases. Contact property owners and advertise services to solicit property sales listings. Coordinate appointments to show homes to prospective buyers. Advise sellers on how to make homes more appealing to potential buyers. Inspect condition of premise and arrange for necessary maintenance or

notify owners of maintenance needs. Arrange meeting between buyers and sellers when details of transactions need to be negotiated. Rent or lease properties on behalf of clients. Ability to multitask. Good written and verbal communication skills. Knowledge of Microsoft Office. Ability to work independently and to take initiative in problem solving. Excellent customer service skills including professional telephone etiquette. Willingness to take on extra projects as needed. Able to inspire trust and confidence in clients and buyers.

## **Volunteer Sprint Coach**

**Lexington High School Track & Field Team** - Lexington, SC

December 2013 to May 2014

Tutored student athletes after school hours on various subjects, taught practical life skills, assisted with after school activities, provided mentorship on career paths and possible athletic pathways, trained athletes on proper techniques and strategies.

## **Assistant**

**Dodie Academic Enrichment Center** - Columbia, SC

January 2014 to April 2014

Planned, promoted, and innovated ideas and events for student athletes in the life skills department. Filed documents, updated and maintained information on school milestones and student athletes. Loaded boxes, delivered packets to employees. Maintained confidentiality and developed relationships through interdepartmental document delivery. Assisted with the office manager to improve productivity for all daily filing and bookkeeping. Utilized my organizational skills to help maximize overall office performance. Excelled within deadline-intensive environment, ensuring the accurate and on-time completion of all projects. Maintained status reports to provide management with updated information for client projects. Upheld office schedule to ensure day to day business needs were met.

## **Sales Associate**

**Rue 21** - Lexington, SC

July 2013 to November 2013

Assisted customers. Restocked and tracked the store's inventory. Assisted with other duties as needed or required by high level management. Responsible for all sales activities and sales associate job duties, greeting customers, answering questions, offering assistance, suggesting items, lending opinions and providing product information. Outstanding customer service selling skills, keeping the selling floor stocked with merchandise, assisting in display of merchandise or organizing the selling floor and stock areas. Processed payments by totaling purchases processing checks, cash and store or other credit cards. Handled customer refunds courteously and professionally. Maintains a professional attitude with sincerity and enthusiasm reflecting store's commitment to our customer. Developed product knowledge by reading current vendor tags and pamphlets and attending training classes in order to communicate it to the customer. Stays current with promotional events and sales. Basic understanding of sales principles and customer service practices. Proficient in verbal and written English language. Knowledge of customer and market dynamics and requirements. Solid communication and interpersonal skills. Ability to read, write and effectively communicate with customers, peers and management. Telephone etiquette. Ability to multi-task, while being attentive to customers and remaining flexible to the needs of the business. Ability to work as part of a team and take initiative independent of direct supervision.

## **Sales Associate**

**Dollar General** - Columbia, SC

June 2012 to August 2012

Assisted customers. Restocked and tracked the store's inventory. Assisted with other duties as needed or required by high level management. Responsible for all sales activities and sales associate job duties, greeting customers, answering questions, offering assistance, suggesting items, lending opinions and providing product information. Outstanding customer service selling skills, keeping the selling floor stocked with merchandise, assisting in display of merchandise or organizing the selling floor and stock areas. Processed payments by totaling purchases processing checks, cash and store or other credit cards. Handled customer refunds courteously and professionally. Maintains a professional attitude with sincerity and enthusiasm reflecting store's commitment to our customer. Developed product knowledge by reading current vendor tags

and pamphlets and attending training classes in order to communicate it to the customer. Stays current with promotional events and sales. Basic understanding of sales principles and customer service practices. Proficient in verbal and written English language. Knowledge of customer and market dynamics and requirements. Solid communication and interpersonal skills. Ability to read, write and effectively communicate with customers, peers and management. Telephone etiquette. Ability to multi-task, while being attentive to customers and remaining flexible to the needs of the business. Ability to work as part of a team and take initiative independent of direct supervision.

### **Grill Cook/Drive Thru Cashier**

**Jack in The Box** - Harker Heights, TX

September 2006 to June 2007

Prepared fast food orders by assembling them according to company policy. Stocked food-preparation line by inventorying, preparing, stocking items at beginning of, and throughout shift. Receives customer orders by studying relayed orders. Files fast food orders by selecting assembling, measuring and heating food items, placing items on order tray. Serves customers by rotating to food-server position including taking and relaying orders, collecting payment, selecting food items from serving or storage areas, assembling items on serving tray or in takeout box. Maintains customer satisfaction and confidence by meeting food quality and service standards, finding ways to please customers. Punctual, attentive to detail, friendly, willing to learn, reliable, and, above all, honest. Maintained a neat and clean appearance Prepared food orders and any food edits. Maintained food & preparation line. Kept the equipment operating. Served food to customers. Stocked and maintained food preparation line, freezer and cooler areas. Washed dishes. Took out trash. Cleaned floors. Maintained food preparation line by keeping order, removing spills and food droppings. Keeps equipment operating by following operating instructions troubleshooting breakdowns, maintaining supplies, performing preventive maintenance. Anticipated and identified problems and helped to find solutions.



## **EDUCATION**

### **Master's in Entertainment Business**

**Full Sail University** - Orlando, FL

September 2018 to August 2020

### **Bachelor's of Art degree in Sociology**

**University of South Carolina** - Columbia, SC

June 2014

### **High School Diploma**

**Blythewood High School** - Blythewood, SC

June 2009



## **SKILLS**

- **Customer Service**
- **Customer Support**
- **Customer Care**
- **Microsoft Office (10+ years)**
- **Social Media Management (9 years)**

- Filing (10+ years)
- Money Handling (10+ years)
- Telecommunications (2 years)
- Lesson Planning (Less than 1 year)
- Scheduling (2 years)
- Trainer (3 years)
- Training & Development (10+ years)
- Record Keeping (4 years)
- Event Coordination (7 years)
- Event Planning (2 years)
- Organizational Skills (10+ years)
- Organizational Leadership (4 years)
- Stocking (10+ years)
- Monitoring (10+ years)
- Billing (1 year)
- Documentation (10+ years)
- Data Entry (2 years)
- Powerpoint (10+ years)
- Excel (7 years)
- HTML (Less than 1 year)
- Javascript (Less than 1 year)
- Inventory (6 years)
- Networking (10+ years)
- Public Speaking (10+ years)
- Quality Control (3 years)
- Receptionist (1 year)
- Research (10+ years)
- Sales (5 years)
- Typing (10+ years)
- Teaching (1 year)
- Web Design (Less than 1 year)
- Moving Experience
- Food Production
- Java
- Search Engine Optimization (SEO)



## LINKS

<http://www.mishuba.live>

<https://unitedmasters.com/mishuba>



## AWARDS

**South Carolina 400m 3a State Champion**

May 2008

Track and Field

**South Carolina 400m 4a State Champion**

May 2009

**NCAA 4by1 Second Team All American**

June 2011

**NCAA 4by4 Second Team All American**

June 2011

**3A Athlete of the Year**

June 2008



----- **CERTIFICATIONS AND LICENSES** -----

**TEFL**

June 2017 to Present

Certified to teach English as a Foreign Language.